

**N.H. EMERGENCY MEDICAL & TRAUMA SERVICES
COORDINATING BOARD**

**Richard M. Flynn Fire Academy
222 Sheep Davis Road
Concord, NH 03301**

Minutes of Meeting

JANUARY 16, 2003

Members Present: Clay Odell, Chair, Steve Achilles, Director Richard Mason
Tom Blanchette, Jackie Normile, Stephen Grise,
Doug McVicar, Joe Mastromarino, Dave Duquette,
Sue Prentiss, Fred Heinrich, Janet Houston, Susan Reeves,
Dianne Roberts

Members Absent: Eileen Bartlett, Shawn Mitchell, George Patterson,
Clare Wilmot, Norm Yanofsky, Karen Lord,
Joe Sabato, Paul Gamache, John Sutton

Guests: Richard O'Brien, Gary Zirpolo, Jon Bouffard,
Doug Martin, Fred von Recklinghausen, Will Owen,
Kathy Doolan, Jeanne Erickson, Steve Erickson

I. CALL TO ORDER

Item 1. The meeting of the EMS & Trauma Services Coordinating Board was called to order by Chairman Odell on Thursday January 16, 2003 at the Richard M. Flynn Fire Academy in Concord, NH.

II. ACCEPTANCE OF MINUTES

Item 1. Minutes were corrected to show Dianne Roberts on the list of absentee members and Bureau Chief, Sue Prentiss and Field Services Coordinator, Kathy Doolan on the list of those present at the meeting.

Motion was made by Janet Houston, seconded by Dr. Mastromarino to accept the minutes of the November 21, 2002 meeting with the noted changes.

Motion passed unanimously.

III. BUREAU REPORT

Item 1. Bureau Chief, Sue Prentiss asked that all present accept her report in writing as included in the packets and turned the floor over to Director Mason as he was preparing to leave for another meeting.

Director Mason reported that a bill was being drafted by Sen. Clegg that would alter the current structure of dedicated funding to the Division. The Department and Division is concerned about this possible change and is watching the bill closely, all board members will be made aware of its status as it progresses.

The Director asked that all board members to please use protocol when it comes to requesting information or projects from Bureau Staff members. Start with the Director or Bureau Chief, as appropriate, and request will be assigned to the appropriate staff member.

The Director reported on a busy year ahead and that five new fleet vehicles will arrive soon for the EMS staff which will ease the burden of mileage reimbursements and difficulties with transportation of equipment.

Item 2. Process – Will Owen, ALS Coordinator discussed a new process being developed to address proposals made to the Bureau for changes to the NH EMS system (e.g. protocols, educational requirements, operational issues, etc.). The goals of the process are to ensure that requests move through the review process in an efficient and timely manner and that the final decision is made with all the necessary information in hand.

IV. DISCUSSION ITEMS

Item 1. N.H. Enhancement 9-1-1- System Update. Bill Wood submitted a written report to Sue Prentiss who presented the material at the meeting. The Laconia Public Safety Answering Point (PSAP) is close to completion. It will be ready to take over for Concord while the Concord PSAP is closed for renovations. There has been model Emergency Medical Dispatch (EMD) legislation introduced.

Item 2. Medical Control Board Report - Joe Mastromarino reported protocols for Sternal Interossis had been approved and additional medications have been added to the list of approved drugs. A portion of the morning meeting was dedicated to a discussion about protocol development and rollout. The Bureau will follow on: sampling and reviewing protocols from other states, collecting the existing protocols from Medical Resource Hospital protocols and comparing Local Option for variations as well as consistencies between catchment areas. Dr. McVicar welcomed ideas for the protocol changes.

Item 3. Bureau Report – Discussed Previously – see Section III, Item 1

Item 4. Legislative Items - Clay Odell discussed the issue brought before the board by the Director of proposed legislation that could affect EMS and Fire dedicated funding. He wanted everyone present to make sure that their e-mail

addresses were current on the attendance roster so that all could be contacted if action needs to be taken.

The Chairman then discussed the meeting that took place between Director Mason and the two Board Chairmen, Doug McVicar and Clay Odell. The topic was the Divisions name change to include “Emergency Medical Services.” Chair Odell stated that no legislation to do this was proposed at this time.

Item 5. Electronic PCR – Steve Achilles presented information on different types of electronic patient record keeping tools that are currently being used in the EMS field around the country. Benefits and pitfalls of hardware and software were discussed. Further discussion took place regarding the implementation of this option in NH to coincide with the Healthcare Information Portability and Accountability Act (HIPPA) compliance.

F. von Recklinghausen presented information on the upcoming Trauma and EMS Information Systems meeting in March. This effort is funded by the Trauma Grant. Key partners in this process have been identified and will be invited to a two day meeting in March led by the National Highway Traffic Safety Administration (NHTSA) and the National EMS for Children Data Analysis Resource Center (NEDARC). The partners will be asked to commit to four additional meetings a year over a two year period, at a minimum, possibly three years. Discussion followed.

Item 6. Strategic Planning Update – As reported in the Bureau Chief’s written report.

Item 7. Enhancing Board Process – Clay Odell led the Board through discussion about the development, workings and roles of Governing and Advisory Boards. He outlined the responsibilities of boards and how they relate to the Coordinating Board (CB). Discussion followed regarding where the group should direct its efforts in the future and the changes that have taken place over the years between the two Boards – MCB & CB.

The group suggested that the roles of each Board be reviewed, redefined and agreed upon. The Chairs of each of the Boards, including the Trauma Medical Review Committee, will meet with the Bureau Chief to begin this process. Chairman Odell will report back to the CB via e-mail.

Item 8. Items of Interest –

Steve Grise reported on two upcoming conferences. ARC “Together We Prepare” – March 28th and OSHA New England workers protection conference – April 29th. Handouts were distributed.

Chairman Odell discussed the Board's "Public Representative" positions and the previously agreed action to support the EMS Hospital Coordinator's to hold one of these positions. Doug Martin has been nominated by the Hospital Coordinators to be recommended for this position. A letter to the Governor will be sent along with the letter to suggest that Dianne Roberts continue in one of the other public representative positions. A suggestion was made that a parent of a special needs child or possibly a representative from the American Association of Retired Persons (AARP) would be great additions to the Board to hold the third "public" position.

V. ADJOURNMENT

Motion was made by Dr. Mastromarino and seconded by Steve Achilles to adjourn. Unanimous agreement adjourned – 4:00 PM.

VI. NEXT MEETING

Thursday, March 20, 2003, at 1:30 PM at the Richard M. Flynn Fire Academy,
222 Sheep Davis Road, Concord, NH

Respectfully Submitted,

Suzanne M. Prentiss, Bureau Chief, EMS

(prepared by Wanda Botticello, Executive Secretary)